

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**BUDGET TECHNICIAN
FINANCE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs a variety of complex clerical and technical duties in the Budget & Research Division of the Finance Department. Employee reports to the Budget Manager.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a variety of complex clerical and technical duties associated with the preparation and administration of the City budget. Responsibilities include assembling data, conducting research, preparing reports, and maintaining a variety of records and files. Work can require extensive data entry in report preparation, record keeping, and use of office machines. Employee performs occasional general office work such as filing, operating copying machines and computer terminals, and answering the telephone. Employee also acts as a generalist for the department in assisting other Finance Department divisions with various tasks. Considerable tact and courtesy is required due to frequent contact with the general public, other governmental agencies, and City employees. Work assignments are performed in accordance with established procedures, but require independent judgment, discretion and confidentiality in completing assignments and dealing with other employees and the general public. Work is performed under general supervision of the Budget Manager and is reviewed through observation and review of work completed.

ILLUSTRATIVE EXAMPLES OF WORK

Performs all computer coordination of the budget software to include running salary projections and other budget reports, budget worksheet maintenance, and posting of all budget revisions and amendments.

Performs basic budget and financial data analysis, data gathering, and preparation of spreadsheets.

Maintains and updates the City's Budget Manual and the City's Fees and Charges Manual.

Maintains a listing of approved budget positions and works with departments to update this listing throughout the year.

Assists the Budget Analyst with preparation of the City's Proposed and Adopted Annual Budget Documents.

Works with the Budget Analyst and other departments to prepare reports and maintain records to comply with grant requirements.

Reviews quarterly outside agencies' reports and handles requests for grant payments.

Administers the Budget Division's accounts payable functions including, but not limited to, processing field purchase orders, requisitions, and invoices.

Operates typewriter, calculator, terminal, PC and other office equipment.
Receives telephone calls and visitors; explains budget policies and gives out information regarding area of activity or program according to related laws and policies.
Examines data to determine accuracy, completeness, and conformance with laws regulations and City policy.
Maintains appropriate records and files on areas of activities or programs.
Performs a variety of clerical work, such as typing reports, answering the telephone and inputting data.
Works with the Finance Department Administrative Secretary on joint projects and provides back up to this position as needed.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern office practices, procedures, systems, and equipment.
Considerable knowledge of state and City regulations, policies and procedures concerning budget preparation and administration.
Working knowledge of general accounting principles and mathematics.
Ability to operate a personal computer and use spreadsheets and related computer software.
Ability to exercise discretion and confidentiality in handling personnel and budget records.
Ability to research, analyze and record information.
Ability to understand and follow oral and written instructions.
Ability to use a calculator and other office machines.
Ability to maintain clerical records and to compile reports from these records.
Ability to type with accuracy at a moderate rate of speed.
Ability to establish and maintain effective working relationships as necessitated by work assignments.
Ability to deal with customers in a tactful and effective manner.
Ability to function as a team player in a work group.
Ability to use independent judgment.

MINIMUM EXPERIENCE AND TRAINING

Associate's degree in business administration, finance, accounting or a related field and 1 to 2 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Salary Grade 11
Non-Exempt
Class Code 2236